

OTE 84-6836

14 DEC 1984

MEMORANDUM FOR: Associate Deputy Director for Intelligence

VIA: Deputy Director for Administration

FROM: [REDACTED]  
Director of Training and Education

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REFERENCE: Memo from ADDI for D/OTE, dated 14 Nov 1984  
Same Subject

SUBJECT: Proposed Training Profile for DI Intelligence  
Assistants

1. I received your memorandum dated 14 November 1984 requesting Office of Training and Education (OTE) support in providing training for Directorate of Intelligence (DI) Intelligence Assistants (IA). We are prepared to respond positively and are working with [REDACTED] Chairman/DI IA Advisory Panel, to begin implementation.

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2. Additional information and support are needed in order to (1) effect changes in existing ATB courses which includes adding segments on working with and managing IAs, (2) develop a new Introductory IA Course, and (3) open now existing OTE courses to IAs. Needed will be better definition of the evolving role of IAs with specific emphasis on knowledge, skills and abilities required in the job. [REDACTED] believes the IA Advisory Panel can be of assistance in providing this data.

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3. We also believe that the assignment of a senior IA is needed to provide guidance and assist in the design and implementation of the proposed Introductory IA Course. This can be accomplished through a short rotational of a period of no more than six months duration.

4. I have designated [REDACTED] Chief/Analysis Training Branch, as cognizant officer charged with coordinating OTE's effort in this--translating your proposal into a coherent training program responsive to DI needs. [REDACTED] can be reached on [REDACTED]

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OTE/IT/ATB [REDACTED] (10 Dec 84)

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